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| **SD2360 Unit 4 – Work Exposure Expectations & Career Portfolio** |
| **Work Exposure Preparation**   * 4.1 Discuss work exposure placement opportunities * 4.2 Discuss the proper behavior for work exposure placement * 4.3 Discuss the use of Work Placement Journals * 4.4 Discuss work term requirements for evaluation * 4.5 Discuss the importance of your first day at work regarding punctuality * 4.6 Define probationary period * 4.7 Discuss the importance of balance between professional and personal responsibilities * 4.8 Create a one-page summary of work exposure expectations * 4.9 Update career Portfolio |
| **Work-Place Opportunities**   |  | | --- | | Youth Ventures Program CBDC 76A Manitoba Drive Clarenville, NL A5A 1K6 HAS A JOB THERE | | Confederation Building  P.O. Box 8700 3rd Floor, East Block, Confederation Building  St. John's, NL A1B 4J6 | | Percy & Drodge 263 Memorial Drive, Suite 202 Clarenville, NL A5A 1R5 | | Sexton's Lumber (CONFIRMED) Route 233, Main Road Bloomfield, NL A0C 1A0 | | Keyin College 225 Memorial Drive Clarenville, NL A5A 1R4 | | Solar Winds Energy (CONFIRMED) 9 Myers Ave Clarenville, NL A5A 1T5 | | The Chamber of Commerce (CONFIRMED) 292A Memorial Drive Clarenville, NL A5A 1P1 |  |  | | --- | | Town of Clarenville &  Clarenville Events Centre 99 Pleasant Street Clarenville, NL A5A 1V9 | | Newfoundland Power 3 Duffit Place Clarenville, NL A5A 1E9 | | Random North Development Association  237 Balbo Drive Shoal Harbour, NL A5A 4C3 | | |  | | --- | | Department of Transportation and Works (CONFIRMED)3 Duffitt Place Clarenville, NL A5A 1E9 | | The Packet (CONFIRMED) 8B Thompson Street Clarenville, NL A5A 1Y9 | | Powers Gateway P.O. Box 99 Goobies A0B 1N0 | | Jacob's (Refinery) North Atlantic Refining Ltd. Arnold’s Cove, NL A0B 1A0 | | Topsail Road Medical (CONFIRMED) 644 Topsail Road,  St. John's, NL A1E 2E2 ALSO  PRINCE PHILIP DRIVE CAMPUS FOR LAST WEEK | | The Chamber of Commerce 292A Memorial Drive Clarenville, NL A5A 1P1 | | The Massage Centre (CONFIRMED) 367-371 Memorial Drive Clarenville, NL A5A 1R9 | | |
| **Behavior for work exposure placement** |
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| **Work term requirements for evaluation** |
| **See:**  **56% of employers check applicants’ Facebook, LinkedIn, Twitter -** [**http://www.zdnet.com/blog/facebook/56-of-employers-check-applicants-facebook-linkedin-twitter/7446**](http://www.zdnet.com/blog/facebook/56-of-employers-check-applicants-facebook-linkedin-twitter/7446) |
| **Deliverables:**   1. **Create a one-page summary of work exposure expectations** 2. **Updated Career Portfolio (Detail Below)** 3. This assignment will be due at the end of the semester and is **valued at 50% of the learner’s final course grade**. Please note that as students move through the series of SD courses in their program, the expectation for the portfolio would increase as their skills, work samples, and documentation become more advanced. This is the third SD course in the Business programs.  The criteria in the table below are included in the grading rubric on the following page.  |  |  |  | | --- | --- | --- | | **#** | **Component** | **Value** | | 1 | Organization and Grammar | 6% | | 2 | Cover Page/Homepage (for e-portfolios) | 2% | | 3 | Personal Statement (***see Page 5 – 7***) | 5% | | 4 | Statement of Confidentiality | 2% | | 5 | Table of Contents/List of Links (for e-portfolios) | 2% | | 6 | Resume and Cover Letter | 10% | | 7 | Academic Record | 4% | | 8 | Letters of Recommendations (at least two) | 4% | | 9 | Reflections (***see Page 8***) | 5% | | 10 | Work Samples (at least seven)  (college/community or volunteer/hobbies) | 10% |  1. The students are expected to present their personal career portfolio as a **professional business document** and not as an informal, decorative scrapbook. 2. The portfolio components should be presented in the order outlined in the table above. 3. The student portfolio may be in a physical binder or electronically prepared as an e-portfolio. 4. The physical binder should utilize sheet protectors and dividers for ease of presentation and protection of student documents. |